

# ***Malaysia Government Enterprise Architecture (MyGovEA)***

## **Request for Architecture Work**

<Month, Year>

***Project: <Project Name>***

***Iteration: <Cycle No.- Iteration No.>***

***(eg.C01-I01)***

***Agency: <Agency Name>***

***Reference Code: <Agency Code>S1-R002***



# Document History

## Document Information

*This section provides a summary of information for this document.*

<b>Project Name:</b>	<Project Name>		
<b>Prepared By:</b>		<b>Document Version No:</b>	0.1
<b>Title:</b>	Request for Architecture Work	<b>Document Version Date:</b>	
<b>Reviewed By:</b>		<b>Review Date:</b>	

## Distribution List

*This section provides a list of recipients of this document and individual key actions to be taken subsequently.*

To	Action*	Phone/Fax/Email	Designation

## Document Version History

*This section provides a formal log of changes/revisions to any document that has been approved by the Agency Office of the Architect. The following guidelines should be employed when recording the document versions:*

- a) Draft documents are to be labelled as version 0;*
- b) First draft document to be shared with the project team is to be labelled as version 0.9;*
- c) Final version of the document approved by the Central Office of the Architect will be labelled as version 1.0; and*
- d) Any subsequent revised versions of the document that has been approved by the Central Office of the Architect will be labelled as version 1.x.*

Version Number	Version Date	Revised By	Description	Filename

## Abbreviation

*This section contains the most common abbreviation used in this document.*

Acronym/Abbreviation	Definition

## ***Document Sign Off***

*This section lists the key representatives responsible for acknowledging and approving all information detailed in this document.*

Name	Role/ Title	Date	Signature

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# **1. Project Overview**

## **1.1 Agency Overview**

*This section provides a summary of the public sector agency, that is, what the agency does, its vision and objectives and a high-level overview of its operations. This provides readers with a basic understanding of the operations of the public sector agency.*

## **1.2 Project Outline**

*This section provides an executive summary of the public sector agency's architecture initiative. It paints a high-level picture of the project for readers of this document to gain a basic understanding of the architecture work to be carried out.*

## **1.3 Project Objectives**

*This section details the objectives of executing the architecture initiative.*

## **1.4 Scope of Project**

*This section defines the areas of which the architecture project will encompass when it is executed.*

## **2. Purpose of the Document**

*The Request for Architecture Work document initiates the architecture work to be undertaken, provides the reasons for the architecture work (the business case) and supports confirmation of the project scope.*

*The Request for Architecture Work is intended to be submitted to the agency's Office of the Architect Architecture Team to review the request and determine if changes in the architecture are required.*

*This deliverable template is designed to guide the architects on the general format and content required within the deliverable produced while executing the MyGovEA Methodology. It is intended that the agency architects should tailor the template accordingly based on the nature of the architecture work being performed and / or the agency environment. Any italicised text within this deliverable template is intended to guide authors on the content that should be developed in the respective sections.*

## **3. Request for Architecture Work**

### **3.1 Summary of Request**

*This section provides a brief executive summary paragraph, highlighting the essence of the requested architecture work.*

### **3.2 Agency Mission Statement**

*This section captures the agency's mission statement. This is a statement of the purpose of the agency; its reason for existing. The mission statement guides the agency's action usually contains its overall goal. A typical mission statement consists of three (3) components; target audience for the services that the agency is providing, the product or service that is provided to the said target audience and the different differentiating factor which makes the product or service unique.*

### **3.3 Business Change Triggers for this Request**

*This section captures changes in the business environment which triggered this Request for Architecture Work. It could be changes that are small or big, internal or external to the agency. The change needs to be captured so that it is clear to the architecture team on the objective of the work. The change could include issues that are faced by the agency due to a change in its environment.*

### **3.4 Strategic Plans of the Agency**

*A strategic plan looks at the agency's operations as a whole and narrows into areas that the agency feels would be most beneficial to invest resources. It should have a vision of a desired future which is translated into defined goals/objectives and a series of actions to achieve the defined goals/objectives.*

### **3.5 Purpose of the Architecture Work**

*This section documents the purpose of the architecture work, highlighting possible benefits that would rectify the business issues described in Section 3.3.*

### **3.6 Expected Benefits of the Architecture Work**

*This section describes the positive impacts that are expected as a result of successfully executing the architecture work.*

### **3.7 Success Criteria**

*Indicate what a “good” outcome of the architecture work will look like.*

*There are two (2) types of outcome that should be expected in this section:*

- 1. Short-term – the desired content and usage of the architecture work products; and*
- 2. Long-term – the desired eventual business improvements resulting from this architecture work.*

*Both qualitative and quantitative success metrics should be detailed out here so set initial expectations to the project team.*

### **3.8 Project Sponsor**

*This section contains information on the initiator of the project or known as project sponsor. This addresses a proper setup of communication on the project and its environment.*

*This architecture work is requested and sponsored by:*

Table 1: Details of Project Sponsor

Name	
Position	
Agency	
Email	
Telephone Number	

3.9 Timeline

This section documents the high level/initial timeline to accommodate the overall architecture work that has been described in earlier sections. Explanation on the individual portions within the timeline is documented here together with a list of activities performed under each stage. If a deadline is stated, please explain its significance.

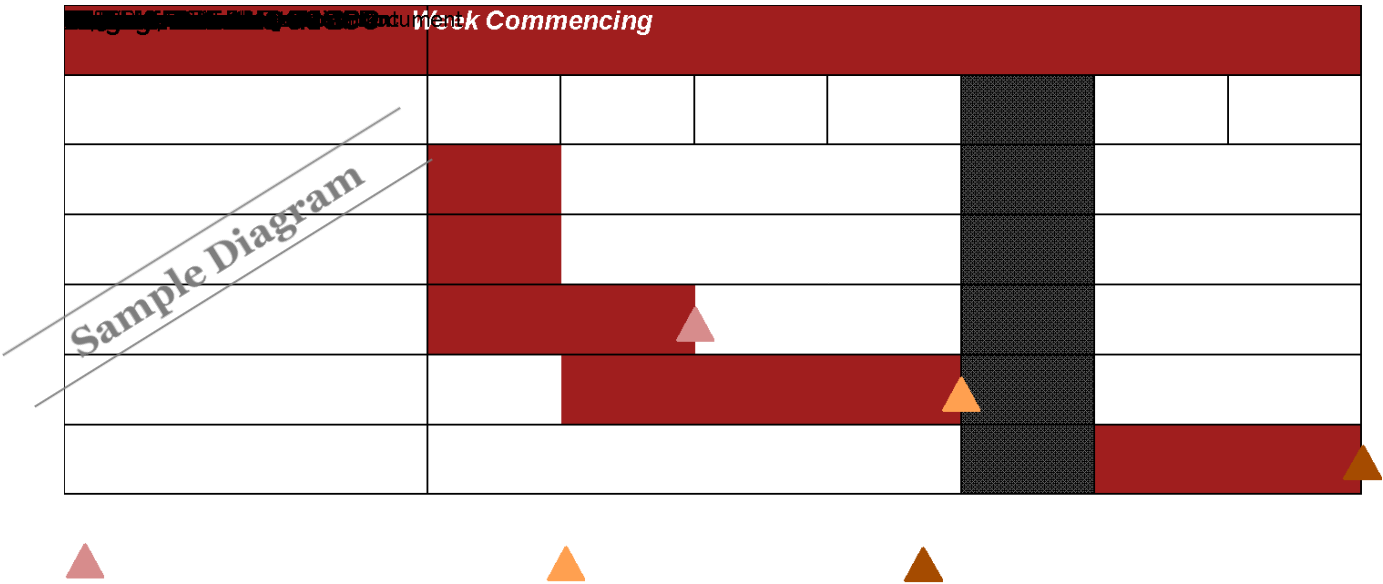


Figure 1: Implementation Model Timeline (Sample)

3.10 Resources

This section details all parties that will be involved in executing the architecture project.

**Table 2: Architecture Project Resources**

< Agency Name/ Operational Unit >	
< Name 1 >	< Role in the Architecture Project >
< Name 2 >	< Role in the Architecture Project >
< Name 3 >	< Role in the Architecture Project >

## **4. Key Constraints**

### **4.1 Time**

The main constraint in this Implementation Model exercise is the timescale in which the Implementation Model must be executed. The Implementation Model exercise is to be performed within a 6-week period. During this period, cooperation from every party is essential in ensuring that there will be no delay in any of the 3 stages of the Implementation Model exercise which could potentially lead to a delay in other tasks or the exercise as a whole.

### **4.2 Agency Scope**

*This section identifies the areas of an agency (division, department or business unit) that is covered under this particular architecture work and describes, at a high level, their role/function and how the architecture work relates to the particular area. Areas that are specifically excluded from the architecture work should also be documented for a clear identification of scope of work. Reasons should be provided (e.g. core businesses of an agency are selected but non-core businesses are excluded).*

### **4.3 Financial**

*This section identifies the available financial resources that are available to support the architecture work. There are two (2) levels that should be documented under this section:*

- 1. Short-term – how much funding is available to support the immediate team to develop the proposed architecture work? (e.g. this might be in capital expenditure (CAPEX) or man-days).*
- 2. Long-term – the approximate level and sources of funding that are available for the implementation of the proposed architecture work over a longer duration post the implementation portion. (e.g. operational expenditure (OPEX) capabilities)*

*Users are to note that at this stage (1) MUST be addressed, whereas (2) should be considered / indicated where possible.*

## **4.4 Resources**

*This section contains information on the resources (i.e. personnel) that will be allocated to execute the architecture work. This should include details on the roles they will assume and the respective limitations imposed during the course of the project.*

## **4.5 External and Business**

*This section captures other constraints which were not categorised under the agency or budget and financial constraints. These constraints could be contributed from the external or internal stakeholders and should be included in the consideration of an architecture work.*

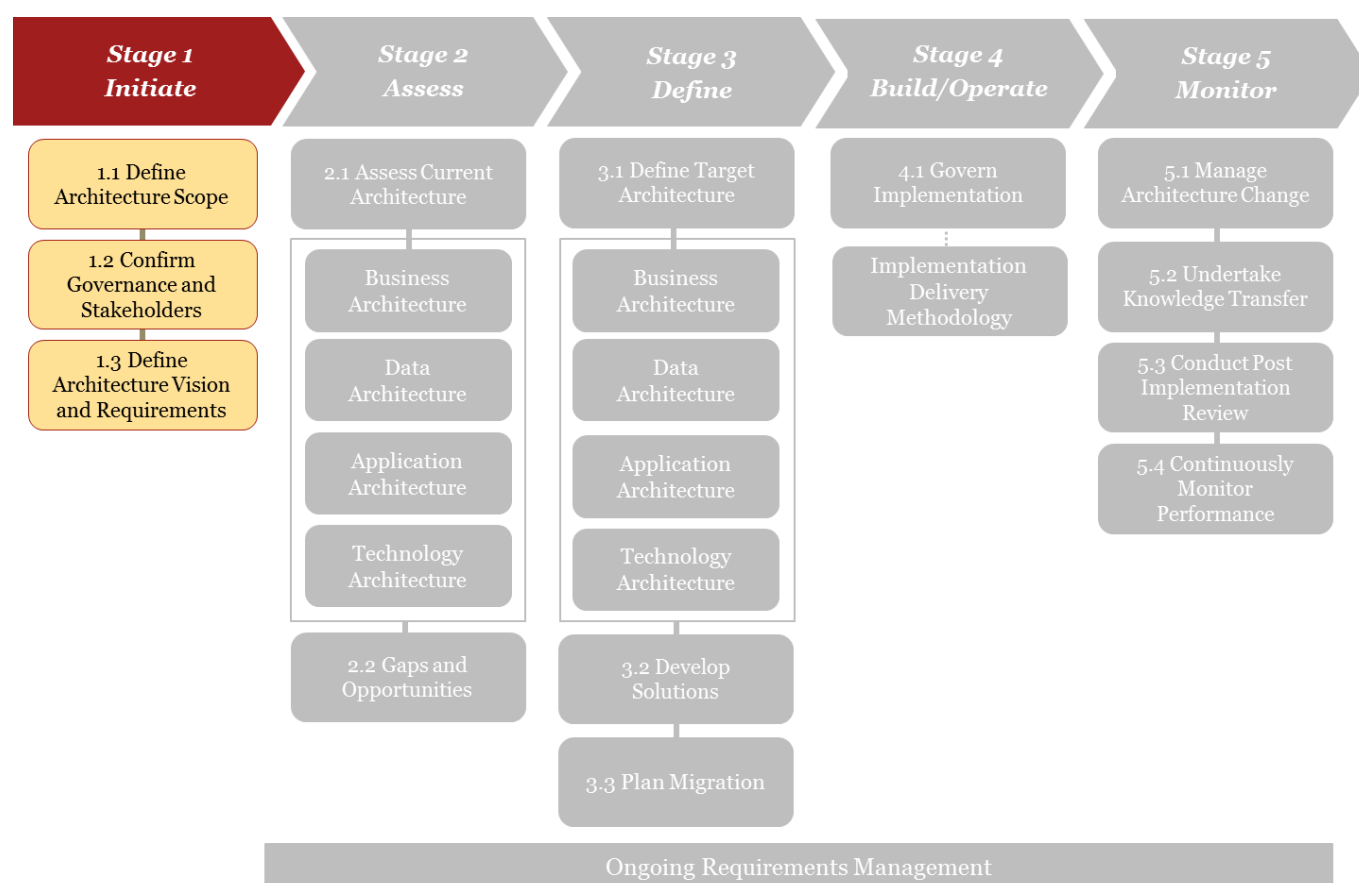
*(e.g. external dependencies, regulations change, power source dependencies)*



## 5. Next Steps

### 5.1 MyGovEA Methodology Cycle

This document is intended as an input to Stage 1 (*Initiate*) of the MyGovEA Methodology as illustrated in Figure 2 below. This document contains relevant information that will be utilised in the production of the Stage 1 (*Initiate*) deliverables.



**Figure 2: MyGovEA Methodology**

### 5.2 Next Steps

Upon the completion of this document, the following steps are the subsequent activities that need to be taken in order to realise the architecture work that has been defined here:

- a) Develop the *Draft Architecture Requirements* document;
- b) Submit this *Request for Architecture Work* document to the agency's Enterprise Architecture Team (which in the instance of this Implementation Model exercise is the MyGovEA Project Team) and obtain a completed *Statement of Architecture Work* document; and
- c) Obtain approval to proceed to Stage 2 (Assess) of the MyGovEA Methodology for the documentation of the current architecture in scope.